

C-O-N-F-I-D-E-N-T-I-A-L

Official Record Copy
Office of Personnel

12 August 1959

OFFICE OF PERSONNEL MEMORANDUM NO. 40-150-13

SUBJECT: Index of Office of Personnel Forms

1. The attached index lists Agency and Standard Forms (Federal) which are under the jurisdiction of or used primarily by the Office of Personnel has been developed as a reference and locator guide for all Divisions and Staffs.

2. Personnel type forms currently being used are listed by the OP Division having primary responsibility for completing or processing the form. An explanation of the procurement sources of the forms as indicated under Supply Source is shown below:

a. Items designated "S" are Stock items and can generally be procured from Building Supply Rooms except in instances where usage is restricted to one office (Example: Form 1152, Request for Personnel Action).

b. Items designated "D" are Division controlled. This generally applies to specialty forms that are used exclusively by one OP Division or forms that require specific instructions for completion and processing (Example: Form 600, Recommendation for Honor or Merit Award).

c. Items marked "CFR" are stocked in the OP Central Forms Room, 158 Curie Hall. The Central Forms Room has adequate space for storage of unclassified forms and printed matter and Divisions and Staffs are encouraged to make use of this space instead of using expensive office equipment (safes and bookcases) for general storage purposes.

3. Information concerning pending revisions of existing forms, changes in requirements, discontinuance of forms, etc., should be reported immediately to the Area Records Officer/OP (193 Curie Hall, Extension so that provision can be made to ensure an adequate stock of current forms.

DOCUMENT NO.

NO CHANGE IN CLASS ☒☐ DECLASSIFIED

CLASS. CHANGED TO: TS S O 2011

NEXT REVIEW DATE:

AUTH: HR 13-2

DATE: JUN 1981

C-O-N-F-I-D-E-N-T-I-A-L

OPM 11-59

Approved For Release 2003/05/05 : CIA-RDP80-00679A000300010009-5

C-O-N-F-I-D-E-N-T-I-A-L

4. Beginning 1 July 1959, the Office of Personnel has been charged for the cost of certain forms used in personnel administration. The charges are placed against the account of the Division which has primary responsibility for the form. This applies principally to forms used in day to day activity and in instances where the consumption is small as forms used in large quantities Agency-wide are stocked in Building Supply Rooms and generally charged against a general fund.

25X1



Acting Director of Personnel

Attachments:

1. List of forms under jurisdiction of BSD
2. List of forms under jurisdiction of POD
3. List of forms under jurisdiction of RSD
4. List of forms under jurisdiction of CPD, MMFD, SWD, and Plans Staff

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

List of Forms Under the Jurisdiction of or Used Primarily
by Benefits and Services Division

<u>Form Number</u>	<u>Title or Description</u>	<u>Monthly Usage</u>	<u>Supply <u>1/</u> Source</u>
21	Final Payment Clearance Sheet	135	CFR
152	Insurance Application Attachment	30	D
153	Authorization for Payroll Deduction	30	CFR
153a	Memorandum of Understanding	30	CFR
271	Employee's Notice of Injury	125	D
	(Sterilized CA-1)	125	D
272	Official Superior's Report of Injury	100	D
	(Sterilized CA-2)		
274	Employee's Claim for Compensation	75	D
	on Account of Injury (Sterilized CA-4)		
478	Bulletin Board Notice	500	D
901	Casualty/Emergency Report	20	CFR
971	Report of Separation	100 sets	S
971a	Report of Separation (Worksheet)	100	D
1041	Compensation & Claims Record	40	D
1041a	Compensation & Claims Record	80	CFR
	(Supplement Sheet)		
1076	Notice of Official Disability Claim File	80	D
1084	No Printed Title - Delinquent Notice	100	D
1126	Claim for Dependent Medical Care	40	S
1126a	Dependent Claims Record	40	D
1126b	Dependent Claims Record	25	D
	(Supplement Sheet)	25	D
1145	Record of Individual Donor - Blood	60	CFR
1176	No Printed Title - Medical Claim	20	CFR
	Development Memorandum		
1499	Delinquent Notice	350	D
1576	Request for Check	60	CFR
1614	Request for Advanced Sick Leave	200	D
1615	Mutual-UBLIC-WAEPa-Code Sheet	800	D
1618	GEHA Claim	600	D
1625	GEHA - Accounts-Adjustments Coding		D
37-13	Personnel Relations Interview Record	20	CFR

1/ S - Stock; D - Division Controlled; CFR - Central Forms Room (158 Curie)

OPM 40-150-13
Page 1 Attachment 1

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

Attachment 1 (Continued)

<u>Form Number</u>	<u>Title or Description</u>	<u>Monthly Usage</u>	<u>Supply 1/ Source</u>
STANDARD FORMS (FEDERAL)			
SF-8	Notice to Federal Employees About Unemployment Compensation	150	CFR
SF-51	Request for Insurance	15	D
SF-53	Waiver of Life Insurance Coverage	100	S
SF-54	Designation of Beneficiary - FEGLI	100	CFR
SF-55	Notice of Conversion Privilege - FEGLI	150	CFR
SF-56	Agency Certification of Insurance Status - FEGLI	75	CFR
SF-1153	Claim of Designated Beneficiary and/or Surviving Spouse	10	CFR
SF-1154	Public Voucher - Unpaid Compensation Due a Deceased Civilian Employee	10	S
SF-1155	Claim for Unpaid Compensation of Deceased Civilian Employee	5	CFR
SF-2800	Application for Death Benefits - CS Retirement System	30	CFR
SF-2801	Application for Retirement - CS Retirement System	30	CFR
SF-2802	Application for Refund of Retirement Deductions	150	CFR
SF-2803	Application for Service Credit - CS Retirement System	125	CFR
SF-2804	Election to Make Voluntary Contributions CS Retirement System	10	CFR

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OPM 40-150-13
Page 2 Attachment 1

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

List of Forms Under the Jurisdiction of or Used Primarily
by Personnel Operations Division

<u>Form Number</u>	<u>Title or Description</u>	<u>Monthly Usage</u>	<u>Supply 1/ Source</u>
23	Consultant Qualification Code Sheet	50	CFR
45	Fitness Report (Agency Wide)	1500 sets	S
45a	Field Transmittal - Fitness Report (Agency Wide)		S
80	Employee Summary Worksheet	60	CFR
80b	Follow-Up Interview Control	60	CFR
87	No Printed Title - Field Reject Card	1050	CFR
182	Report of Interview	570	CFR
182a	VITA (special "Report of Interview")	1125	CFR
182b	Clerical & Communications Report	525	CFR
190	Report of Academic Recruitment	50	CFR
260	Record of Transportation	50	CFR
270	Secrecy Agreement	695	CFR
278	Memorandum of Understanding Regarding Military Service Obligation	18	CFR
316	Refund of Lump Sum Payment	2	CFR
364	Placement Control Card	450	CFR
377	Request for Security Clearance	450	S
378	Request for Correspondence or Interview	48	CFR
415	Personal Service Contract	40	CFR
444	Personal History Statement	1220	D
444a	Personal Resume'	475	D
444b	Periodic Supplement - Personal History Statement		D
444c	Language Data Record	500	S
444c-1	Field Transmittal - Language Data Record (Agency Wide)		S
444d	Personal History Statement - Appendix A	752	S
451	Field Referral Record	40	CFR
491	Request for Indices Check	50	S
503	Justification for Consultant	45	CFR
511	Notification of Membership in the Career Staff	85	D
536	Military Status Questionnaire	100	CFR
537	Request for Qualifications Register	40	CFR
570	Request for Pre-Employment Medical Evaluation	450	S

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OPM 40-150-13
Page 1 Attachment 2

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

Attachment 2 (Continued)

<u>Form Number</u>	<u>Title or Description</u>	<u>Monthly Usage</u>	<u>Supply 1/ Source</u>
575	Selective Service Action Request	75	D
575a	Selective Service Record	50	D
580	Housing Record	20	D
611	Secrecy Agreement (Contract Type)	25	CFR
626	Entrance-on-Duty Notice	660	S
639	Cancellation of Applicant Processing	250	S
699	Qualifications Code Sheet	600	CFR
819	Application for and Grant of Education Allowance (Agency Wide)	100	S
835	Appointment Processing Record	400	CFR
835a	Appointment Control	400	CFR
866	Certificate of Proficiency	500	D
878	Transportation Requested	50	D
878a	Transportation Offered	50	D
887	Interim Assignment Record	50	D
894	Employment Information	675	CFR
894a	Employment Information Agreement	750	CFR
934	Designation of Security Monitor	25	D
975	Prospect Referral	80	CFR
989	Applicant Locator	50	D
1030	Career Preference Outlines	500	S
1078	Personnel Requisition Inventory Card	10	D
1080a	Biographic Profile Control	50	D
1083a	Memo of Understanding Concerning Travel Expense	25	CFR
1148	Case Analysis of Employment Record	150	CFR
1178	No Printed Title - Parental Permission	20	D
1200	Biographic Profile (Parts I & II)	250 each	CFR
1200b	Biographic Profile Test Record	50	D
1200c	Biographic Profile Test Record	50	D
1203	Field Test Record	450	CFR
1451	Record of Overseas Service	50	CFR
1464	Applicant Qualification Code Sheet	50	CFR
1489	Your Biographic Profile (Instr)	150	D
1558	Overseas Availability & Qualification Summary (Test)	100	CFR

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STANDARD FORMS (FEDERAL)

SF-57	Application for Employment	750	S
SF-58	Experience and Qualification Sheet	600	S
SF-61	Appointment Affidavit	300	CFR

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OPM 40-150-13

Page 2 Attachment 2

C-O-N-F-I-D-E-N-T-I-A-L

List of Forms Under the Jurisdiction of or Used Primarily
by Records and Services Division

<u>Form Number</u>	<u>Title or Description</u>	<u>Monthly Usage</u>	<u>Supply 1/ Source</u>
37	Record of Destroyed Applicant File	450	D
38	Contact Letter Control	400	CFR
61	Current Residence & Dependency Report	400	CFR
81	Record of Inquiry & Data Released	750	CFR
171	Notice of Creditable Service	100	CFR
171a	Notice of Longevity Computation Date	25	CFR
198	Certified Request for Loan - Official File	2000	S
198a	Certified Report of Transfer - Official File	2000	D
198b	No Printed Title - Charge Envelope - Official File	100	D
198c	No Printed Title - Transmittal Envelope - Official File	2000	D
260	Record of Transportation	218 sets	S
560	Periodic Step Increase	1000 sets	S
785	Shipping Data	160	CFR
797	Insurance Questionnaire	400	CFR
797a	Memorandum of Insurance Understanding	250	CFR
798b	Personnel Action Control	1000	CFR
911a	Travel Agreement by Staff Employees Assigned to Permanent Duty Station Outside Continental United States	125	CFR
1013b	No Printed Title - Agency Status of Tables of Organization	120	D
1150	Notification of Personnel Action (Status)	2000	S
1150a	Notification of Personnel Action - Confidential Funds (Status)	500	S
1152	Request for Personnel Action (Status)	2000	S
1152a	Request for Personnel Action (single sheet stock version) (Agency Wide)		S
1163	No Printed Title - Special Interest Cover Sheet (Files)	50	CFR
1175	No Printed Title - O.P. Internal Routing Slip	200	CFR
1209	Official Cover Personnel Scheduled to Depart Washington	250	D
1220	Outgoing Personnel Operation Record	500	CFR
1220a	Documentation & Services Certification	200	CFR
1220b	Travel Operations Record	300	CFR
1220c	Consolidated Checkout Notifications	220	CFR
1220c-1	Consolidated Checkout Notifications	220	CFR
1220d	Finance Operations Record-CPB	425	CFR
1220e	Check List for Returnees	100	CFR

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C-O-N-F-I-D-E-N-T-I-A-L

Attachment 2 (Continued)

Form Number	Title or Description	Monthly Usage	Supply 1/ Source
25X1 1220g			CFR
1220h	Record of Air/Rail Reservations-Domestic	200	CFR
1220i	Travel Information	150	CFR
1220j	Travel Processing Follow-Up Record	200	CFR
1220k	Incoming Personnel Operations Record	500	CFR
1231	Personnel Status Card #1	2000	D
1232	Personnel Status Card #2	2000	D
1400	U.S. Allottee Deposit Instructions	400	CFR
1400a	Acknowledgement of Credit Union Deductions	400	CFR
1400b	Travel Accounting Notice	300	CFR
1400c	Returnee Payroll Information	100	CFR
1400d	Disposition Vouchered Salary Check	400	CFR
25X1 1535			D
1556	Military Status Code Sheet	75	D
1590	Documentation Register Code Sheet	800	D

STANDARD FORMS (FEDERAL)

SF-7	Service Record Card	1500	S
SF-105	Certificate of Membership - CSC Retirement System		CFR
SF-113	Monthly Report of Federal Civilian Employment	6	D
SF-116	Application for Transportation of Household Goods	300	D
SF-117	Inventory of Household Goods	300	D
SF-127	Request for Official Personnel Folder	100	D
SF-144	Statement of Prior Federal and Military Service and Determination of Competitive Status	200	S
SF-1150	Record of Leave Data Transferred	100	S
SF-1152	Designation of Beneficiary (Unpaid Compensation)	100	S
SF-1169	The U.S. of America Transportation Request	50	D
SF-2808	Designation of Beneficiary; Change Revocation of Beneficiary	100	CFR

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C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

List of Forms Under the Jurisdiction of or Used Primarily
by Contract Personnel Division, Mobilization and Military Personnel Division
Salary and Wage Division, and Plans Staff

<u>Form Number</u>	<u>Title or Description</u>	<u>Monthly Usage</u>	<u>Supply 1/ Source</u>
<u>Contract Personnel Division</u>			
204	Contract Information and Check List	300	S
334	Contract Control Card	50	D
415	Personal Service Contract	40	CFR
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<u>Mobilization and Military Personnel Division</u>			
45f	Army EM Evaluation Report	30	CFR
978	Military Status Card	50	CFR
1072	Morning Report Data - Army		CFR
1102	Statement of Mobilization Preference		CFR
1403	CIA Military Personnel Debriefing Record		CFR
1429	CIA Civilian Specialist Reserve Terms of Agreement		D
1429a	Certificate of Appointment CIA Civilian Reserve		D
1644	Military Personal Status Report	40	D
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<u>Salary and Wage Division</u>			
261	Staffing Complement Change Authorization	500	CFR
387	Position Description	500	S
387a	Position Description (Ditto Masters)	25	CFR
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<u>Plans Staff</u>			
382	Report of Honor and Merit Awards Board	60	D
600	Recommendation for Honor or Merit Award	80	D

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OPM 40-150-13
Page 1 Attachment 4